

**Information Network of Kansas  
Board Meeting  
February 7, 2008**

The February 7, 2008 meeting was held at the KDOT Office, 700 SW Harrison, 2<sup>nd</sup> Floor, Topeka, KS 66603. At 10:02 a.m. Chairman Yunk called the meeting to order.

The following Board members and proxy were present: Stan Ahlerich, Tim Blevins, Cynthia Dunham, David King, Denise Moore, Dennis Slimmer, Tom Winters, and Dan Yunk. Others present were: Jim Hollingsworth, INK Executive Director; Lisa Counts and Shane Myers, Kansas Information Consortium (KIC); Dan Korber, Kansas, Inc.

**Approval of Minutes**

Yunk referred to the Minutes of the January 3, 2008 meeting and requested corrections.

Hollingsworth noted Thornburgh's name would be corrected in the Minutes.

A motion was made by Slimmer to approve the January 3, 2008 Minutes. Seconded by Dunham. Motion carried.

**Chairman's Report**

Yunk requested a report from the Officer Nominating Committee, consisting of Winters, Thornburgh, and Ahlerich in regards to 2008 Board Officers.

Winters reported the Committee had conferred with the following Board members regarding Officer nominations: Yunk, Dunham, Wagon and Thornburgh; regarding the Chair, Vice-Chair, Secretary and Treasurer positions, respectively.

A motion was made by Winters to nominate the following Board Officers for 2008: Yunk, Chair; Dunham, Vice-Chair; Wagon, Secretary; and Thornburgh, Treasurer. Seconded by Slimmer. Motion carried.

**Treasurer's Report**

Hollingsworth provided the Board with an overview of the INK Financials for the period ending December 31, 2007. Hollingsworth noted the financials were normal and costs were relative to revenues.

Blevins requested clarification regarding other costs and differences in revenues compared to actual. Hollingsworth noted differences could be a result of several factors, and some applications weren't included in the budget. Hollingsworth would provide Blevins with further clarification regarding other costs.

Slimmer requested clarification regarding the grants. Hollingsworth noted the difference was a result of projected versus actual amounts.

A motion was made by Blevins to approve the INK Financials for the period ending December, 31, 2007. Seconded by Slimmer. Motion carried.

Yunk noted the annual INK financial audit required his signature for completion and notified the Board he would sign the document to complete the process.

**Executive Director Report**

Hollingsworth provided the Board with the Executive Director Report, requesting any questions or clarifications. Highlights included:

Hollingsworth noted ITEC (Executive council comprised of private and public representatives charged with the adoption of IT policies for the state enterprise) had met on January 24, 2008 and discussed the State Strategic Information Management Plan.

The Council passed six strategic intentions, including:

- Provide customer-centric services
- Improve business processes
- Manage enterprise information
- Improve collaborative relationships
- Enhance workforce efficiency
- Provide leadership and governance

Each of these intentions was accompanied by a document containing action items pertaining to each, and the action items were now under review.

Hollingsworth suggested inviting the group to the INK Board Meeting to get an overview of their plan and others, such as the state economic development strategic plan, to determine where the INK mission aligns with these plans.

At 10:15 a.m. Ahlerich joined the meeting.

Hollingsworth noted the IT Security Council (State security professionals from large and small agencies to discuss security policy considerations for the state) met to discuss current security issues, including policy, self assessment and other issues. Hollingsworth noted the overall score in security stance had increased, which was a testimony to doing the assessment.

Hollingsworth provided an overview on modifying the Kansas PKI model into a more user-friendly model. Currently, there is little flexibility in customizing it, as there is a third party set of code which KIC cannot modify. Hollingsworth noted 2 visioning meetings were held to attempt to provide structure around the organization as positions could change in the next 2-3 years. Currently, the Verisign contract is with the Secretary of State Office.

Hollingsworth provided the Board with an overview of the December 2007 grants cycle, noting one grant request from the Department of Education had been received. The grant request was to fund personnel to bring all remaining online licensure applications online and integrate with the KanPay payment portal. Hollingsworth noted the Grants Committee had met with the group to discuss the grant, and following a conversation with Hollingsworth and Counts, had retracted their application to review their entire process of how their licensure applications operate within their system. Hollingsworth noted their intent to resubmit an application once the analysis was complete.

Hollingsworth and King noted the grant application was favorable, and further analysis would also improve their project.

Winters requested clarification on the grants process. Hollingsworth noted applications for the next grant cycle would be due June 1, 2008; however, the Board could provide both mini-grants (\$5,000 or less) or special grants in the meantime.

Winters suggested many agencies may have projects the Board could consider, and participating in some of these projects could strategically move the Board forward. Hollingsworth noted strategically investing in applications that help move a whole enterprise forward would be beneficial; however, several projects could be considered enterprise in nature, and not necessarily drive revenue.

Blevins noted the INK Board had been strategically working with both education and agriculture on their portfolios.

Hollingsworth referred the Board to the letter from the Kansas State Historical Society regarding the Kansas Memory project.

Hollingsworth noted Amy Blankenbiller, Kansas Chamber of Commerce and Industry, had agreed to serve on the INK Board, and the application was waiting approval of the Governor and confirmation by the Senate.

Hollingsworth provided discussion regarding the annual INK business plan process, requesting clarification on its perspective. Hollingsworth suggested it should be a product of the INK Board, of which Kansas.gov is one of the methods to operate.

Counts noted for consistency reasons, the plan had been written in the past from the portal's perspective.

Winters noted there were ultimately two plans, the KIC business plan and the portal plan, and the INK Board's plan should collaborate with aspects of the KIC plan.

Hollingsworth noted the Board should be able to move forward with the plan during March 2008, and the INK business plan would include several aspects of the KIC business plan.

### **Network Manager Report**

Counts provided the Board with an overview of the Network Manager Report, requesting any questions or clarifications. Highlights included:

Counts introduced Shane Myers, Director of Marketing.

Counts noted the KIC Office remodel was complete.

Counts noted 138,000 postcards were delivered to the Secretary of State's office to promote the annual reports application.

Counts noted the first Content Management System site went live during January, the Kansas Governmental Ethics Commission, and plans to aggressively market this service were in place.

Counts noted the District Courts search tool had grown to 45 counties.

Counts noted the Taxpayer Transparency Act site, KanView, was nearing completion and would be deployed on March 1, 2008.

Counts noted planning meetings for refreshing the Kansas Business Center (KBC) continued with Erik Pederson, Network Kansas. An overview of the new site framework would be presented to the KBC Steering Committee on February 13, 2008. Counts noted the Network Kansas input combined with agency feedback provided a solid roadmap for the Committee.

Ahlerich referenced the importance of the portal and applications such as the KBC in regards to economic development efforts in the state.

Hollingsworth noted the approach with the KBC was a fundamental change with the grassroots effort provided by Network Kansas.

Counts noted the KBC would potentially be a major project to develop with little revenue return. Counts suggested a grant proposal would be presented to the INK Board to assist with some of the financial aspects of this project. Similar to the Department of Agriculture project, the KBC would be a phased approach.

Counts noted there was 1 Service Request(s) for January 2008:

- **Service Request 383: Behavioral Sciences Regulatory Board (BSRB)** requests INK assistance in developing an online process for checking status for licenses. This will be created as a fee service and development of the INK service is at no cost to BSRB.

Counts noted there was 1 new Contract(s) for the Board to review from January 2008:

- The **Kansas Board of Emergency Medical Services (KBEMS)** requests INK assistance in providing online verification for Ambulance Attendants.

Counts noted there was 2 renewal Contract(s) for the Board to review from January 2008:

- The **Kansas Department of Revenue (KDOR)** requests INK assistance in developing and maintaining a payment portal to conduct electronic commerce transactions.
- The **Kansas Department of Revenue (KDOR)** requests INK assistance in developing a payment portal for Motor Carrier vehicle information and applications.

Counts noted there was 2 Contract amendment(s) for the Board to review from January 2008:

- The **Kansas Board of Healing Arts (KSBHA)** requests assistance in providing online license renewals for Occupational Therapists, Occupational Therapy Assistances, and Respiratory Therapists.
- The **Kansas Real Estate Appraisers Board (KREAB)** requests INK assistance for providing online license renewal for appraisers.

Counts noted there were 11 District Court Contract(s) for the Board to review from January 2008:

- **Barber, Butler, Clark, Comanche, Elk, Ford, Gray, Greenwood, Kiowa, Meade, and Pratt Counties** request INK assistance for providing online district court searches.

A motion was made by Winters to approve all Service Requests and Contracts between INK and the previously listed entities. Seconded by Dunham. Motion carried.

Hollingsworth requested clarification from the Board regarding service request project analysis and further information regarding this topic. The Board's consensus was to provide further information regarding potential revenue and other relevant information, but not to provide excess detail, as the Executive Director should bring any potential issues or concerns regarding these service requests or contracts to the Board for discussion.

Counts referenced the Board to an article quoting the Secretary of State, entitled: *The Case for Portals, When citizens demand online access to their government, states turn to the experts.*

Counts provided a presentation of the KanView website, which was created to address the Taxpayer Transparency Act. Counts noted the application build consumed 800-900 hours over the last few months. Discussion ensued regarding the application and its content.

Counts provided the Board with an update on the Iron Mountain agreement, which the Board was using to store the encryption key for the backup tapes. Basically it was a three-way contract where KIC is the dependent and INK is the beneficiary. Counts noted the process was completed and contracts were ready to be signed by the Chairman.

Yunk referred the Board to a motion from a previous meeting, citing Board approval to sign the Iron Mountain agreement upon INK General Counsel approval. Yunk noted he would sign the contract.

Yunk referred to Counts regarding leadership changes at National Information Consortium (NIC). Counts provided an overview of the situation and assured the Board no issues from this change would impact the INK Board.

A motion was made by Slimmer to accept the Executive Director and Network Manager Report. Seconded by Winters. Motion carried.

### **Other Business**

Yunk reminded the Board the next meeting would be March 6, 2008.

Blevins noted the Board should begin positioning for the KIC contract expiration in December 2009, as the Board must notify KIC by July 2009 of their intentions.

Slimmer noted a new bureau chief had replaced Ben Nelson with KDOT.

### **Adjourn**

With no further business, at 11:45 a.m. Yunk requested a motion to adjourn the meeting. A motion was made by Winters to adjourn the meeting. Seconded by Ahlerich. Motion carried.

Respectfully submitted



Joan Wagnon  
Secretary